



BIGGAR CORN EXCHANGE: An intern opportunity

Thanks to FINANCIAL SUPPORT FROM LOANINGDALE we are able to offer:

A development opportunity for a young person, possibly a school leaver, for a period of 12 months. This young person will have an interest in the provision and operation of a community arts resource for Biggar.

If you can bring:

Essential skills

- The ability to communicate well (both verbally and in writing).
- Ability to work independently with minimal supervision.

Plus useful attributes:

- Detailed knowledge of social media
- Competence in Microsoft products, especially Word, Powerpoint and Excel.
- Availability to work evenings or weekends if required

We will commit to

- Working with you to prepare a personal development plan
- Offering you experience in a wide range of activities relevant to the running and development of Biggar Corn Exchange. These could include:
 - Understanding and assisting with day-to-day administration
 - Communicating directly with clients, users and suppliers
 - Financial planning and reporting
 - Performance monitoring and reporting
 - Stock control and ordering
 - Membership and client recording and relationship management
 - Learning to create compelling content on a website.
 - Monitoring, updating and optimising use of social media accounts and learning to track web analytics.
 - Creation of newsletters and other messaging for members and clients
 - Organising and Participating in internal meetings.
 - Gaining experience working in a team and on your own initiative

Terms and Conditions

Biggar Corn Exchange will pay the minimum wage for a maximum of 15 hours per week. The intern will be required to keep a record of hours worked, and of progress against their agreed personal development plan.

The intern's supervisor will be the Corn Exchange Operations Manager.

Application

A letter of application, together with CV and references, should be send, or emailed to the Company secretary at our registered address: Pheasant Walk, Shieldhill Road, Biggar ML12 6NA bd@ph-walk.demon.co.uk

The deadline for applications will be 5 October 2018.

Applications will be acknowledged, and interviews will take place as soon as possible after the closing date.